

**Upper Perkiomen School District Facilities Committee**  
**Upper Perkiomen Education Center**  
**2229 E. Buck Road**  
**Pennsburg, PA 18073**

February 20, 2018  
7:00 pm

Welcome to the Facilities Committee meeting of the Upper Perkiomen School District

**CHAIR:** Melanie Cunningham

**MEMBERS:**

Raeann Hofkin  
Mike Elliott

Ex-Officio: Dr. Kerry Drake, President

Superintendent: Dr. Alexis McGloin  
Facilities Director: John Sheeran

We will be passing around a sign-in sheet. Please include your email address and phone number if you wish.

**AGENDA**

1. Approval of Minutes – February 6, 2018 Meeting (Attachment A)
2. Facilities Tour – Upper Perkiomen High School
  - a. Feasibility Study Priority 4 & 5 Items
  - b. Strengths and Areas of Focus
3. Solar Panel Update

## UPPER PERKIOMEN SCHOOL DISTRICT

## FACILITIES COMMITTEE

February 6, 2018

The Facility Committee Meeting was held at 7:08 p.m. in the Upper Perkiomen High School Library with the following committee members attending: Melanie Cunningham (chairperson), Raeann Hofkin, Mike Elliott and Kerry Drake. Others in attendance were: Alexis McGloin, Sandy Kassel, John Sheeran, Laura Glorioso-Moyer, Doug Buckler, Donna Sattler, Kaye Yurik, Labrea Huff, Maggie Buckwalter, George Bonekemper, William Licopoli, and John Walsh.

**1. APPROVAL OF MINUTES**

Motion by Raeann Hofkin, seconded by Mike Elliott to approve the minutes of the January 30, 2018 Facility meeting. Motion carried; all voted aye.

**3. ACTION ITEM FOLLOW UP**

The committee reviewed the change order proposal. After a discussion a few revisions were made. Dr. McGloin indicated she would send the proposed authorization to the solicitor's office for review. Once it was finalized it would be recommended to the full board for approval.

**2. FACILITIES TOUR – UPPER PERKIOMEN HIGH SCHOOL**

Melanie Cunningham handed out a form to attendees going on the high school tour to take notes, make suggestions, and list concerns as they walked through the building.

John Sheeran led a tour through different areas in the high school and pointed out areas which were renovated by district staff such as the MDS classroom, and Life Skills classroom. He also pointed out areas where new carpet tiles were installed, painting occurred and other items that were addressed. The tour started in the library where John Sheeran and Dr. McGloin informed the group that students and staff were working on redesigning the library and explained some of the changes that might occur.

The tour continued in the science rooms where John Sheeran explained that the district HVAC employee put in an additional HVAC system in the science area for ventilation. Several classrooms were visited. Mr. Sheeran explained our current secure entrance set-up which included the use of the raptor system. He also pointed out the control panels in the hallways and explained their replacement cycle.

Areas visited during the tour included:

The library, science rooms, secure entrance, MDS room, the pool, gym, weight room, training room, 400 wing, storage, shop, Xlab, hydroponics, Life Skills, nurses area, guidance, etc.

Throughout the tour Dr. McGloin explained what was occurring educationally in the different areas while John Sheeran addressed the maintenance and physical changes in the building.

Mrs. Cunningham asked for the walk-through forms to be returned. She also indicated the form could be turned in at a later date for those who wanted to take the form with them.

The group returned to the library at 8:45 pm.

Motion by Mike Elliott, seconded by Raeann Hofkin to **adjourn the meeting at 8:47 pm.**